

**COMMERCIAL TENANCY APPLICATION**

Prospective Property	Address		Date you inspected property		
Applicants private details	Name				
	Address		Owned/Rented		
	Phone (Home)		Phone (Work)		
	Phone (Mobile)		Phone (Fax/email/other)		
	Date of Birth		Passport No.	Country	
	Drivers Licence No.	State of Issue	Full name on Passport		
	Expiry date of licence		Expiry date of Passport		
	Car Make	Car Model	State	Car Registration	
Applicants company details (if applicable)	Company Name		Trading Name		
	Operational Address				
	Registered Address				
	ACN Number	ABN Number	Registered for GST		
	Business Type (ie café, book shop etc)		Contact Numbers (H) (W) (M)		
	Contact Name		Position Held(ie Director)		
	Company Director Names	Address	Phone		
	_____	_____	_____		
_____	_____	_____			
_____	_____	_____			
Company Guarantor/s	Address	Phone			

Trade Referees (ie Suppliers)	Name	Name
	Company	Company
	Phone	Phone
Current Business Bank Account Details	Bank	Branch
	Contact	Phone
Accountant ***PLEASE NOTE WE WILL CONTACT YOUR ACCOUNTANT TO VERIFY YOUR FINANCIAL STATUS	Name	
	Company	Phone/Email
Solicitor/Lawyer	Name	
	Company	Phone/Email
Current Business Rental Details (if applicable)	Address	
	Rent \$	How long have you occupied premises?
	Agent/Landlord	Phone
Current Rental Details (if applicable)	Address	
	Rent \$	How long have you occupied premises?
	Agent/Landlord	Phone

## **SUPPORTING DOCUMENTS REQUIRED:**

Photo ID – Copy of Drivers Licence/Passport

Proof of ability to pay – Business Bank Statements or verification from accountant

References – Business references in relation to previous tenancies

## **PLEASE NOTE:**

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client or carry out our duties as professional Property Managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

## **IMPORTANT:**

We strongly recommend you seek advice from the Council regarding suitability of the premises in relation to the nature of your business. We further advise you to seek legal advice in relation to leasing premises.

## **PRIVACY STATEMENT**

Due to recent changes in the Privacy Laws, from 21<sup>st</sup> December 2001, all Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional Property Managers.

As professional Property Managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlords Lawyers
- The Landlords Mortgagee
- Referees you have nominated
- Organisations or Trades people who may be required to carry out maintenance at the premises.
- Collection agents
- Other Real Estate Agents or Landlords
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Provide confirmation details for organisations contacting us on your behalf ie Banks, Utilities (gas, electricity, water, telephone) trade reference etc.

**DECLARATION:**

I/We wish to apply to lease the above premises.

I/We have received no guarantees/assurances that this application will be successful

I/We understand Forde Property will contact our Accountant to verify our financial status.

I/We understand that Forde Property has advised us to seek Council consent in relation to the nature of our business operating from the premises and further to seek legal advice in relation to leasing a premises.

I/We understand that the information I/we have provided to Forde Property is in this form will be used for the sole purpose of assessing my/our suitability as a Lessee for a Commercial Premises managed by Forde Property.

I/We understand and agree that some or all of the information provided by me/us will be provided to and other parties as disclosed in the Privacy Statement above.

I/We understand that the information provided will be treated and held in the strictest confidence.

I/We as applicant/s for the property mention in this application, herby authorise the staff of Forde Property to make the necessary enquiries to verify the information provided on this Commercial Tenancy Application.

SIGNED: \_\_\_\_\_

PRINT NAME IN FULL: \_\_\_\_\_

FOR AND ON BEHALF OF (Insert Company Name): \_\_\_\_\_

DATE: \_\_\_\_\_

ANY ADDITIONAL INFORMATION OR COMMENTS:

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**STATEMENT OF PERSONAL ASSETS & LIABILITIES**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ASSETS	\$	LIABILITIES	\$
Property:		Mortgages etc	
Vehicles:		Vehicles Loan etc	
Cash at Bank Investment etc		Overdrawn balance on personal account etc	
Furniture, household appliances and personal effects etc:		Personal loans RE: furniture etc (including credit cards)	
Other assets:		Other Liabilities:	
Total Assets:		Total Liabilities:	

Surplus assets over liabilities = \$ \_\_\_\_\_

I/We hereby certify that the above is a full and true statement of my/our personal assets and liabilities as at the date of application.

Signed: \_\_\_\_\_

**OFFICE USE ONLY**

Application received _/ _/20_ By: _____	Application completed in full: Yes/No
Copies of relevant paperwork attached: Yes/No	
Due Diligence completed by: _____	Date: _/ _/20_
Application discussed with Landlord: _____	Date: _/ _/20_
Applicant contacted successfully/unsuccessfully: _____	Date: _/ _/20_